YEZIKA RACHMAN

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Summary

I'm an Undergraduate Library and Information Science student from the Indonesia University of Education with an interest in leadership and communication. Not only that, but I'm also interested in creative things and new things that I haven't tried. I am a student who is active in organizations and skilled in designing and editing. Involved in BEM Organization as Head of Creative Bureau in Communication and Information. In addition, I'm also involved in Student Activity Unit KOPMA Bumi Siliwangi UPI as Director of GC BSDC. Experienced enough in analyzing, managing, planning, designing, and developing activities in the organization. Besides that, this journey has taught me a lot about how competent I am to work independently or in a team with a friendly and responsible attitude in solving a problem.

Education

Universitas Pendidikan Indonesia, Perpustakaan dan Sains Informasi| Bandung, Indonesia   **Sep 2021 – Present**
Course : Analyze classification numbers and cataloguing library book collections efficiently in the "Klasifikasi Bahan Pustaka" course. Succeeded in installing and basic operating library software ranging from SLiMS and Greenstone in the "Aplikasi TIK di Lembaga Informasi" course. Designed the interior of the school library according to the proper school library guidelines using the Coohom application in the "Manajemen Fasilitas Lembaga Informasi" course. Perform informetric calculations with SPSS and apply VOSviewer software to visualize bibliometric networks such as journals, titles, authors, and publications in the "Informetrika" course. Understand and learn about metadata schema in a library repository.
CGPA : 3,73/4.00

SMA Negeri 2 Karanganyar, MIPA| Karanganyar, Indonesia   **2018 – 2021**
Course : Mathematics and Science.
PREDICATE : A

Organizational Experience

BEM HIMA PERPUSINFO| Universitas Pendidikan Indonesia   **Aug 2022 – Present**
"Badan Eksekutif Mahasiswa (BEM) HIMA PERPUSINFO is an organization that carries out executive functions at the student level at the Universitas Pendidikan Indonesia, especially in the Library and Information Science study program. The role of BEM includes being a liaison between students and other parties, creating work programs that are on target, managing existing resources (both financial, facilities, and human resources), and fighting for student rights. BEM consists of several divisions or departments that correspond to existing human resources."

Head of Creative Bureau in Communication and Information Department   June 2023 – Present
- Responsible for a social media strategy that provides effective work program content, by monitoring two staff as media providers of all kinds of information support work programs.
- Conducting both internal and external relations and working together inside or outside the organization to create good internal and inter-organizational relations.
- Collect information from other departments for publication purposes.

Graphic Designer of Communication and Information Department   Aug 2022 – April 2023
- Responsible for graphic design needs providers in all BEM HIMA PERPUSINFO departments. The Graphic Designer's job is to meet the needs of other departments in designing/creating a form of design/content for the benefit of the department, namely by collaborating with each department for informational and visual design content needs to be published.
- Successfully implementing runs in accordance with planning by considering the rules or principles of making effective designs.

KOPMA Bumi Siliwangi UPI| Universitas Pendidikan Indonesia   **May 2022 – Present**
"KOPMA (Koperasi Mahasiswa) Bumi Siliwangi UPI is an economic institution (business entity) engaged in trading and service business in student institutions. So KOPMA has a dual function, namely as a service and improvement of student

welfare and a vehicle for education, namely the formation of cooperative cadres (human investment)."

Director of GC BSDC   **Feb 2023 – Present**

- Responsible for coordinating, communicating, decision-making leader, and managing of work Gugus Cooperative Bumi Siliwangi Design Community (GC BSDC).

Head of Public Relation in GC BSDC   **May 2022 – Des 2023**

- Responsible for conveying information from the central KOPMA to GC BSDC members, establishing a good relationship with KOPMA BS UPI internal parties, optimizing communication and cooperation, and optimizing information and communication media GC BSDC.
- Successfully implementing the job description is in accordance with planning by paying attention to the rules or principles in its implementation such as journalistic training, creative social media management, and cooperation with various parties.

Volunteer Experience

BEM HIMA PERPUSINFO | Pojok Baca Panti Asuhan   **Des 2022**

- Responsible for publication, documentation, and design requirements in the context of organizing the event. Besides that, I also actively participate by going directly to the area to organize the donation event.
- Designed and planned to foster and increase interest in reading among children at the Orphanage. Besides that, this activity is also to establish friendship and recreation with the children at the Orphanage.

BEM HIMA PERPUSINFO | Charity Campaign   **Oct 2022**

- Responsible for publication, documentation, and design requirements in the context of organizing the event. Besides that, I also actively participate by going directly to the area to organize the donation event.
- Designed and planned to help/ease the burden on small communities in need and can increase awareness, empathy, and social spirit among Perpusinfo students.

Certification and Achievement

Achievement | BEM HIMA PERPUSINFO   **March 2023**
Best Staff of the Month BEM HIMA Perpusinfo.

Certificate of Completion | MicroMentor   **Nov 2022**
Has completed Personal Branding Training.

Certificate of Completion | RevoU   **Aug 2022**
Has been awarded a certificate of completion for the Intro to Data Analytics.

Certificate of Achievement | EMAS Institute   **July 2022**
Has taken the Institutional Test of English Proficiency and achieved the following scores :
Listening Comprehension : 52
Structure & Written Expression : 49
Reading Comprehension : 47
Prediction Score for TOEFL : 494

Achievement | GC BSDC, KOPMA BS UPI   **July 2022**
Best Staff of the Month (April – June) GC BSDC.

Project

Wish – Udahan | Staff of Liaison Officer (LO)   **June 2023**
"Wish – Udahan held to welcome Study Program students who have completed their studies at the Bachelor level."

- Responsible for information liaison between the committee and graduates.
- Successfully created this wise and memorable event for graduates and strengthened a sense of kinship and solidarity for Alumni, Students and Education Staff of the Library and Information Science Study Program.

UPI Bookpedia | Graphic Designer of Publication, Design, and Documentation Division   Jan 2023 – April 2023
"The series of UPI Bookpedia activities are in the form of National Webinars, National Competitions, Book Bazaars and Closing Ceremonies."

- Responsible for providing graphic design needs throughout the UPI Bookpedia series of events. Besides that, I am also responsible for designing the logo of Mufest Pedia and documenting every series at UPI Bookpedia.
- Successfully created this wise and memorable event and was well organized in terms of quality and quantity regarding design needs and documentation. Besides that, I am also proud of my design logo (Mufest Pedia) used in the Closing Ceremony series.

Kajian Akbar | Head of Publication, Design, and Documentation   Jan 2023
"The purpose of this event is to get closer to students in UPI and the general public to Allah SWT so that they always become people who are useful for others in the realm of campus and society."

- Responsible for graphic design needs, coordinating in carrying out duties, providing direction to staff, and documenting during the event.
- Successfully created creative designs needed during the event in accordance with a predetermined concept.

Pengabdian Pada Masyarakat | Graphic Designer of Publication, Design, and Documentation   Dec 2022 – Jan 2023
"This program carries the theme: Bergerak Bersama Melalui Bakti kepada Masyarakat dengan Aksi Nyata untuk Meningkatkan Kualitas Literasi Masyarakat (Rasakti Aktasirat)."

- Responsible for providing graphic design needs throughout the UPI Bookpedia series of events. Besides that, I am also responsible for designing the logo of Rasakti Aktasirat and documenting every series in this program.
- Successfully created this wise and memorable program and was well organized in terms of quality and quantity regarding design needs and documentation. Besides that, I am also proud of my design logo which was used in this Rasakti Aktasirat.

Pelatihan Jurnalistik | Chief Executive   Aug 2022
"Pelatihan Jurnalistik : Know the World of Journalism is a forum for participants who want to learn and explore journalism through webinars on journalistic material."

- Responsible for graphic design needs, coordinating in carrying out duties, and providing direction to every division in this training.
- Successfully created this wise and memorable event for attendees. This training can also train participants' soft skills and hard skills.

Course

MicroMentor | Talent Scout Academy   Sep 2022 – Nov 2022
- Able to mentor a mentee who needs advice or problem-solving to grow up their business.
- Successfully finished Young Entrepreneur and Mentor Masterclass Series training.

RevoU | Intro to Data Analytics   Aug 2022
- Know the basics of data analytics.
- Successfully finished the Intro to Data Analytics class for two weeks.

Skill and Interest

Hard skills : Graphic Design, Public Speaking, Administration**,** Microsoft Office, Drawing

Soft skills : Creative Thinking, Communication, Leadership, Time Management, Teamwork, Problem-Solving, Negotiation

Software skills : Microsoft Office (Ms Word and Ms PowerPoint), Canva editing, Drawing Designs with Ibis Paint, Photo Editing with Snapseed – Lightroom – Picsart, Video Editing with VN – Capcut